

24 September 1974

MEMORANDUM FOR: DDA Advisory Group

SUBJECT : Minutes of meeting, 23 September

25X1A 1. [REDACTED] will arrange for the AG to meet with Mr. Blake during the latter part of October. The purpose of this meeting will be to submit the AG annual report.

25X1A 2. After some discussion the recommendation to Mr. Blake regarding External Training was adopted without change. [REDACTED] will forward the recommendation to Mr. Blake.

25X1A 3. On the Agenda Item "Academic Qualifications of Agency Professional and Clerical Personnel," [REDACTED] requested a delay while he gathers final details for his report.

25X1A 4. Those members present agreed to the arrangements made for the AG to meet at [REDACTED] on 4 and 5 October. We will take our meals on Friday evening and Saturday at [REDACTED]. Each AG member will be assessed \$2.00. [REDACTED] will determine the prospects for bringing clerical support to the session. So far only [REDACTED] will be absent.

25X1A 5. An Agenda was agreed to for the [REDACTED] session. During the two days the AG will:

- (a) Draft the annual report on AG activities for FY 1974.
- (b) Discuss "the Ramification of Abolishing GS-06 and GS-07".
- (c) Discuss the potential uses of an AG budget.
- (d) Decide on the details needed for AG minutes.
- (e) Establish a list of AG chairpersons for the balance of the calendar year.

25X1A 6. [REDACTED] reports that OMS is still adamant in its opposition to advertising to Agency personnel the availability of medical examinations. OMS feels that they would be flooded with requests. In the near future, however, they are hopeful that the "Multiphasic" program will enable them to provide more service to more people. [REDACTED] has agreed, before the issue is dropped from the Agenda, to determine and report whether the "Consultive Bulletin" has brought attention to the

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medical services available to all employees.

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7. Agreement was reached on [REDACTED] recommendation regarding rest room facilities for visitors to the North Cafeteria. After a few changes were suggested, it was decided that the paper should be forwarded to the DDA.

8. It was decided that it would be futile for the AG to consider the problem of Building wind pressure. Employees have complained that wind at the entrances is often high enough to disarray employees' hair and clothes. AG felt it was a problem which had been adequately investigated over the years.

9. Several items were proposed for New Business:

- (a) Possibility of placing the cover of the newly published OTR catalogue on the official bulletin board.
- (b) Length of time needed to badge Agency dependents, retirees and contractors who need access to Agency HQS Building.
- (c) Employee grade reports in personnel files. It was noted that employees who take external training courses must make their own arrangements to have grade reports placed in their component personnel file. The AG felt employees should be informed and that the best vehicle available is the "Did you know.." [REDACTED] has made a record of the item and will have it displayed.

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10. [REDACTED] will check within the DDA to determine the practice regarding "Letters of Recommendation" for Promotion. Some offices in DDA make use of these letters. It was suggested that employees be shown these letter since they are often candid expressions of supervisors attitudes towards employees.

11. It was suggested that the AG undertake a study of the Agency Employee Evaluation System, i.e., The Fitness Report. The Group felt this was far too broad an area and one which has been studied in detail by management as well as other employee groups. The members suggested that the question be refined and more sharply focused before the AG proceeds.

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[REDACTED]
September Co-Chairman